



# New settlement instruction – **Trade Loan**

TOMORROW BEGINS TODAY



Royal Bank  
of Scotland

# Contents

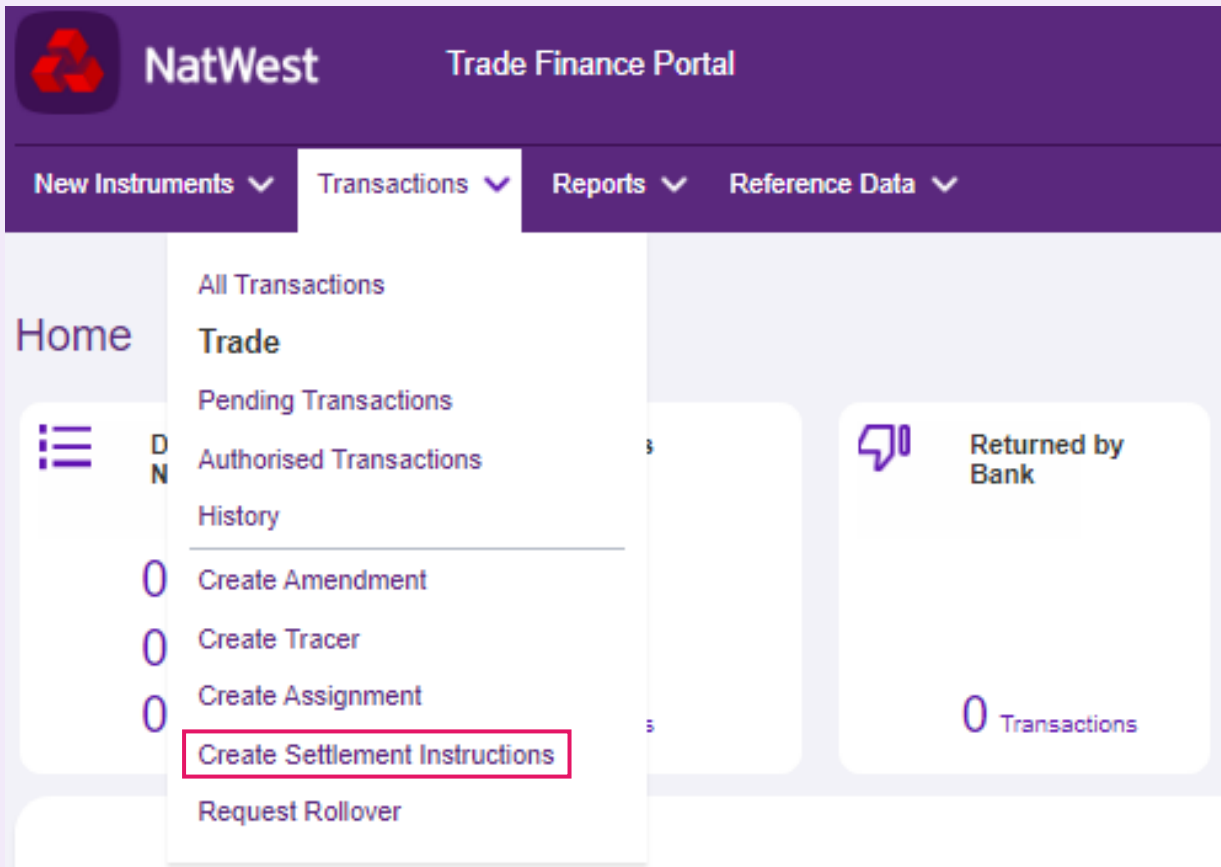
<u>Introduction:.....</u>	<u>3</u>
<u>Settlement Instructions:.....</u>	<u>4</u>
<u>Foreign Exchange Rate Details:.....</u>	<u>5</u>
<u>Authorisation .....</u>	<u>5</u>



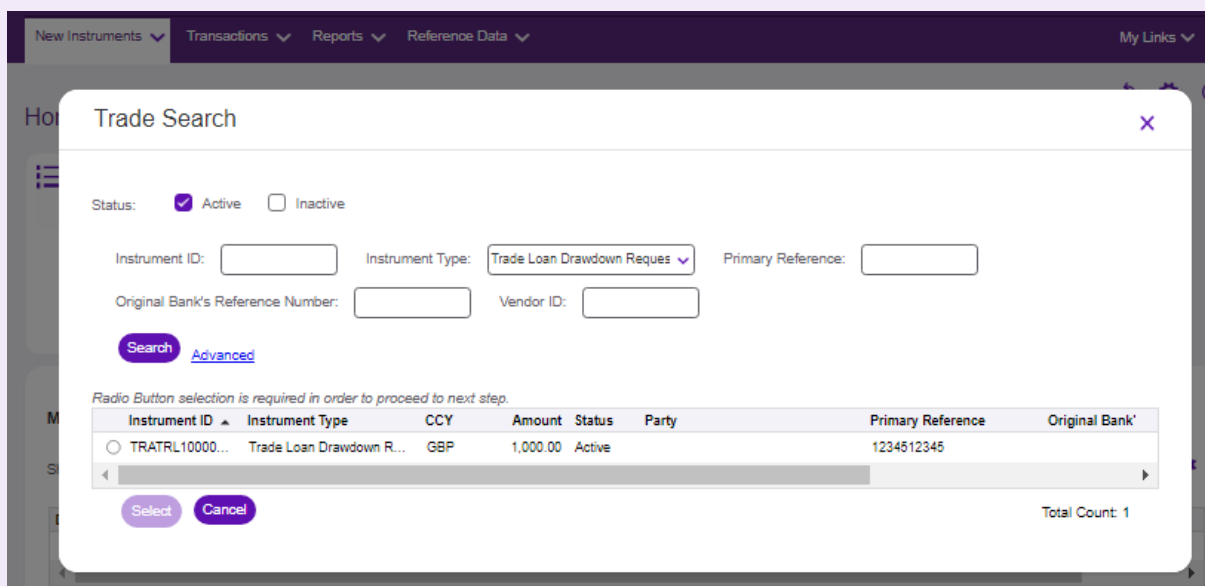
# Introduction

Log into the Trade Finance Portal.

To initiate a new Trade Loan Settlement Instruction, from the home screen select 'Transactions' then 'Create Settlement Instructions':



Then select Instrument Type “Trade Loan Drawdown Request”



Select the Transaction and click “Select”

The instruction number is then shown below:

Instruments:

TRADE LOAN DRAWDOWN REQUEST: REPAYMENT INSTRUCTION

Trade Loan Drawdown Request **TRATRL10000831NP** - Repayment Instruction - (Started)

\* indicates required field

## Settlement Instructions

**1. Settlement Instructions**

Amount	Loan Start	Maturity Date	Loan Terms	Other Party
GBP 1,000.00	Date 29 Sep 2023	02 Oct 2023	At fixed maturity date 02 October 2023	

Please use the following instructions for settlement of the above item: \*

Full Repayment

Partial Repayment

Payment Amount: GBP

You can then select one of two options, either a full repayment of the loan or a partial repayment and insert a value to be repaid.

Under 'Amount', the value shown will always be the original loan amount.

**Payment Details**

Debit Account for Principal \*

Debit Account for Interest \*

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

Select the account for us to debit the repayment and interest.

If there are any additional instructions you need us to follow please insert within this field.

# Foreign Exchange Rate Details

**2. Foreign Exchange Rate Details**

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number    Currency    Rate

Other FX Instructions

Select Pre-populated phrase for Document Type of Transport Document

If there is a foreign exchange contract to be used in the repayment please insert the details above.

## Authorisation

Part 1: If you are the sole authoriser within the organisation, please follow the below steps:

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Route Transaction

Copy Instrument

Edit

Send For Repair

Authorise

Trade Loan Drawdown Request Form

Close

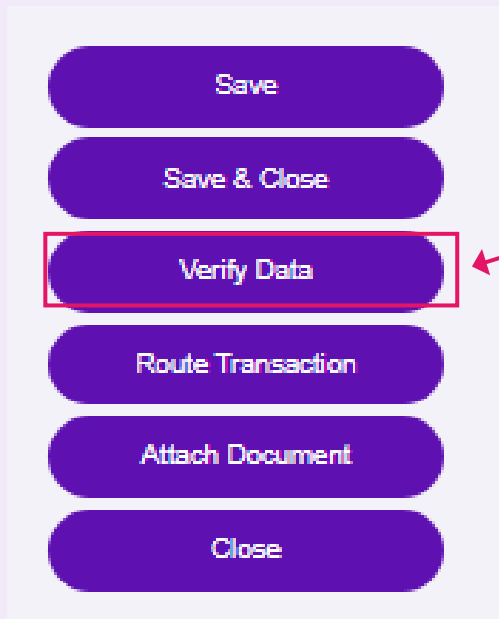
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

Select 'Authorise' and the transaction will be sent to the Bank for processing.

*Please contact us immediately if changes need to be made after Authorisation.*

## Part 2: If a second approval is required within the organisation, please follow the below steps:

To send the request to an Authoriser:

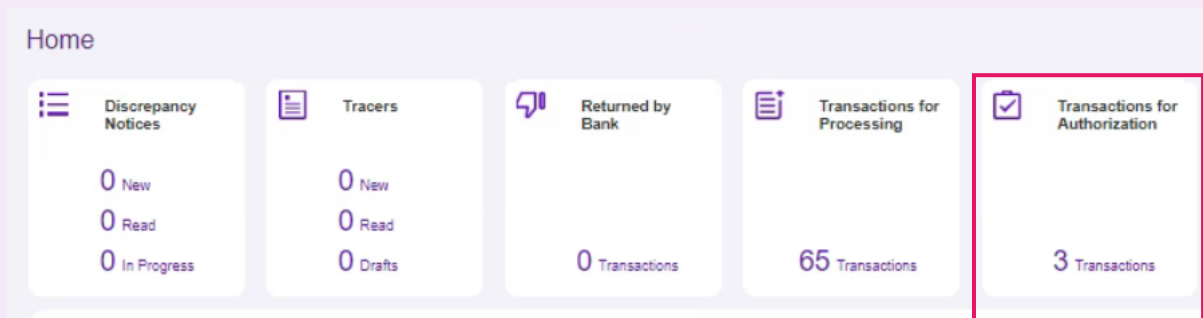


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

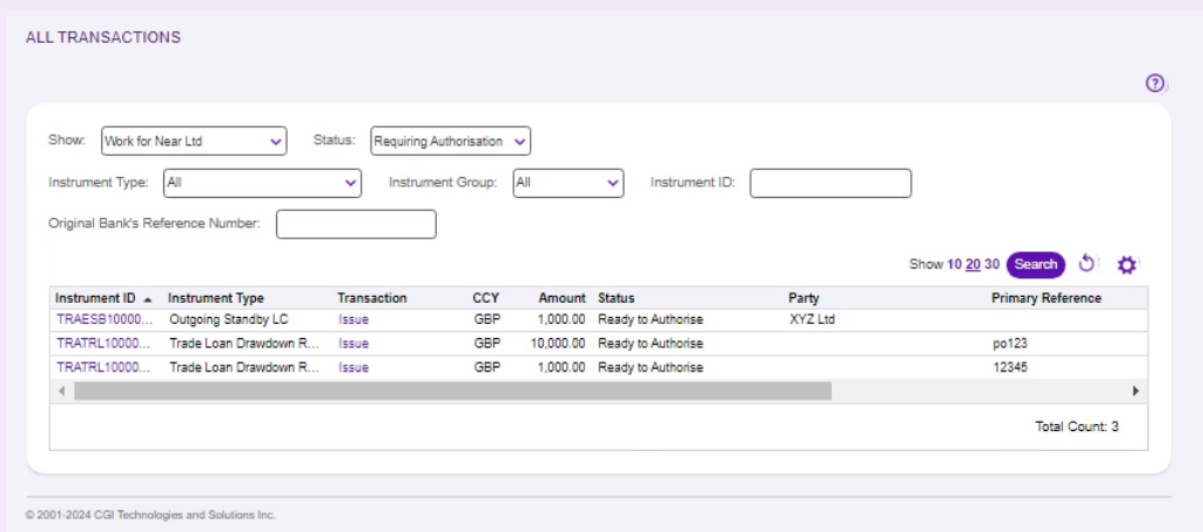
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

### Authoriser:

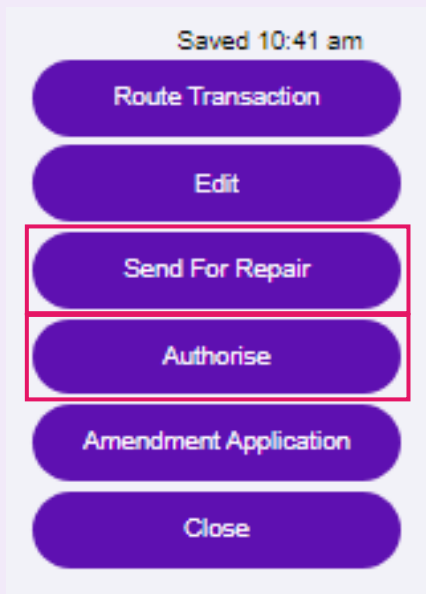
The Authoriser will need to go into the portal and select the below queue:



This will then take you to the below screen, where you will need to select the correct transaction:



To open the transaction for approval, click on “Issue” next to the reference number.



1. If the request needs to be sent back to the maker for an update select this.
2. If you are happy with the request then select authorise and it will be sent to the bank for processing.